

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to meet with us.

After careful consideration, we have decided not to move forward with your application for this specific role. While your extensive experience and qualifications are very impressive, we feel that your background exceeds the current requirements for this particular position.

However, we were very impressed with your skills and professional achievements. With your permission, we would like to retain your resume in our talent database for a period of [Number] months. This will allow us to contact you should a more senior-level position or a role that better aligns with your expertise become available in the future.

Please let us know if you would prefer that we do not keep your information on file.

We wish you the very best in your current career search and thank you again for your interest in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]